

# REAL KIDS

# LEARNING

## Parent Handbook

26201 180<sup>th</sup> Ave SE  
Covington, WA 98042  
RealKidsLearning.com

# Contents

<b>TRAINING AND EXPERIENCE .....</b>	<b>6</b>
<b>THE FACILITIES BACKGROUND .....</b>	<b>6</b>
<b>LICENSING.....</b>	<b>7</b>
<b>CURRICULUM, PHILOSOPHY, IMPLEMENTATION, AND PROGRAM DESCRIPTION (WAC 110-300-0305).....</b>	<b>7</b>
<b>TYPICAL DAILY ACTIVITY SCHEDULE (WAC 110-300-0360,0295,0296).....</b>	<b>8</b>
<b>INDEPENDENT PLAY.....</b>	<b>8</b>
<b>OUTDOOR PLAY (WAC 110-300-0147).....</b>	<b>8</b>
<b>NAP, REST PERIODS, AND INFANT SLEEP PATTERNS (WAC 110-300-0265).....</b>	<b>9</b>
<b>MULTIMEDIA (WAC 110-300-0155 - Screen Time Usage) .....</b>	<b>9</b>
<b>FAMILY ENGAGEMENT AND PARTNERSHIP, COMMUNICATION PLAN (WAC 110-300-0305) ....</b>	<b>10</b>
<b>DUAL LANGUAGE LEARNERS (WAC 110-300-0305) .....</b>	<b>11</b>
<b>EXPECTATIONS.....</b>	<b>11</b>
<b>PROGRAMS.....</b>	<b>11</b>
<b>ROOM TRANSITIONS.....</b>	<b>12</b>
<b>GENERAL CENTER INFORMATION.....</b>	<b>12</b>
<b>HOURS OF OPERATION/HOLIDAY CLOSURES.....</b>	<b>12</b>
<b>OTHER CLOSURES.....</b>	<b>13</b>
<b>EMERGENCY CLOSURES/INCLEMENT WEATHER .....</b>	<b>13</b>
<b>BACKUP CHILD CARE AND CONSISTENT CARE POLICY (WAC 110-300-0495) .....</b>	<b>14</b>
<b>INTRODUCTORY VISIT.....</b>	<b>14</b>
<b>NEW FAMILY ORIENTATION.....</b>	<b>14</b>
<b>TRIAL PERIOD.....</b>	<b>15</b>
<b>ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES .....</b>	<b>15</b>
<b>(WAC 110-300-0460).....</b>	<b>15</b>
<b>ADMISSION FORMS (WAC 110-300-0085,0106(9)).....</b>	<b>16</b>
<b>HOW CHILDREN’S RECORDS, INCLUDING IMMUNIZATION RECORDS, ARE KEPT CURRENT (WAC 110-300-0460 and WAC 110-300-0210).....</b>	<b>16</b>
<b>CONFIDENTIALITY POLICY (WAC 110-300-0465) .....</b>	<b>17</b>
<b>NON-DISCRIMINATION STATEMENT, ATI-BIAS, AND BULLYING (WAC 110-300-0030,0331,0160).....</b>	<b>17</b>

<b>ABUSE, NEGLECT-PROTECTION, AND TRAINING (WAC 110-300-0475)</b> .....	<b>17</b>
<b>DEFINITIONS OF CARE</b> .....	<b>18</b>
<b>SIGN-IN AND SIGN-OUT PROCEDURES/ATTENDANCE RECORDS (WAC 110-1300-0455)</b> .....	<b>19</b>
<b>COST OF CARE - TUITION RATES</b> .....	<b>20</b>
<b>PAYMENT PLAN, HOLIDAY CHARGES, DISCOUNTS, FEES AND PENALTIES</b> .....	<b>21</b>
<b>ADDITIONAL CHARGES OR FEES</b> .....	<b>22</b>
<b>RECEIPTS AND TAXES</b> .....	<b>22</b>
<b>VACATION AND RESERVATION FEE BENEFIT</b> .....	<b>22</b>
<b>EXTENDED ABSENCE</b> .....	<b>23</b>
<b>AFFIDAVIT POLICY</b> .....	<b>23</b>
<b>STAFFING PLAN, RATIOS, AND CLASSROOM TYPES (WAC 110-300-0015,0495)</b> .....	<b>23</b>
<b>RATIOS / MIXED AGED GROUPS (WAC 110-300-0357, 0450)</b> .....	<b>24</b>
<b>POSTING REQUIREMENTS (WAC 110-300-0505)</b> .....	<b>24</b>
<b>ITEMS BROUGHT FROM HOME</b> .....	<b>25</b>
<b>INDIVIDUAL CARE PLAN (ICP), Special Needs Accommodation (WAC 110-300-0300)</b> .....	<b>26</b>
<b>DOCUMENTATION OF ALLERGIES (WAC 110-300-0186)</b> .....	<b>27</b>
<b>CULTURAL AWARENESS (Religious and Cultural Activities)</b> .....	<b>28</b>
<b>CHILD GUIDANCE PLAN, PHYSICAL RESTRAINT POLICY AND CORPORAL PUNISHMENT (WAC 110-300-0331,0335,0490)</b> .....	<b>28</b>
<b>TERMINATION OF SERVICES (WAC 110-300-0485)</b> .....	<b>35</b>
<b>EXPULSION POLICY (WAC 110-300-0486,040)</b> .....	<b>35</b>
<b>SPECIALIZED CARE FOR TODDLERS</b> .....	<b>35</b>
<b>SPECIAL CARE FOR CHILDREN ENTERING KINDERGARTEN / TRANSITION PLAN (WAC 110-300-0065)</b> .....	<b>37</b>
<b>MEAL AND SNACK SCHEDULE (WAC 110-300-0180)</b> .....	<b>37</b>
<b>FOOD ALLERGIES AND SPECIAL DIETARY NEEDS (WAC 110-300-0186)</b> .....	<b>38</b>
<b>FOOD HANDLING PRACTICES (WAC 110-300-0195)</b> .....	<b>38</b>
<b>DISHWASHING PRACTICES (WAC 110-300-0198)</b> .....	<b>38</b>
<b>SAFETY OF FOOD CONTAINERS AND PREPARATION AREA (WAC 110-300-0197)</b> .....	<b>38</b>
<b>FOOD BROUGHT FROM HOME POLICIES (WAC 110-300-0190)</b> .....	<b>38</b>
<b>WATER ACTIVITIES (WAC 110-300-0175)</b> .....	<b>39</b>
<b>TRANSPORTATION AND OFF-SITE FIELD TRIPS (WAC 110-300-0480)</b> .....	<b>39</b>

<b>DENTAL HYGIENCE PRACTICES AND EDUCATION (WAC 110-300-0180(2))</b> .....	<b>42</b>
<b>HEALTH CARE PRACTICES (WAC 110-300-0500)</b> .....	<b>42</b>
<b>PHYSICALS AND IMMUNIZATION RECORDS</b> .....	<b>43</b>
<b>EMERGENCY PREPAREDNESS AND EVACUATION PLAN (WAC 110-300-0170, 0166, 0470)</b> .....	<b>43</b>
<b>EARTHQUAKE PLAN (WAC 110-300-0470)</b> .....	<b>44</b>
<b>EVACUATION PLAN (WAC 110-300-0470)</b> .....	<b>45</b>
<b>FIRE EVACUATION PLAN (WAC 110-300-0470)</b> .....	<b>46</b>
<b>LOCKDOWN DRILL (WAC 110-300-0470)</b> .....	<b>46</b>
<b>POWER FAILURE</b> .....	<b>47</b>
<b>MISSING OR ABDUCTED CHILD</b> .....	<b>47</b>
<b>INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING (WAC 110-300-0475)</b> .....	<b>47</b>
<b>EXCLUSION/REMOVAL POLICY OF ILL PERSONS (WAC 110-300-0500)</b> .....	<b>49</b>
<b>REPORTING AND NOTIFYING CONDITIONS TO PUBLIC HEALTH (WAC 246-110-010)</b> .....	<b>50</b>
<b>PESTICIDE POLICY (WAC 110-300-0255)</b> .....	<b>50</b>
<b>HAND WASHING PRACTICES AND HAND SANITIZERS (WAC 110-300-0200)</b> .....	<b>51</b>
<b>CLEANING, SANITIZING AND DISINFECTING PROCEDURES (WAC 110-300-0240,0241)</b> .....	<b>52</b>
<b>BLOODBORNE PATHOGENS (WAC110-300-0400)</b> .....	<b>52</b>
<b>INJURY PREVENTION (WAC 110-300-0475)</b> .....	<b>52</b>
<b>PETS (WAC 110-300-0225)</b> .....	<b>53</b>
<b>PHOTOGRAPHY, VIDEOTAPING, AND SURVEILLANCE (WAC 110-300-0450)</b> .....	<b>54</b>
<b>PROHIBITED SUBSTANCES: TABACCO, VAPING, CANNABIS, ALCOHOL AND ILLEGAL DRUGS (WAC 110-300-0420; WAC 170-297-4050; WAC 170-297-4025 )</b> .....	<b>54</b>
<b>GUNS OR WEAPONS (WAC 110-300-0165)</b> .....	<b>55</b>
<b>INSURANCE COVERAGE (RCW.43.215.535, WAC 110-300-0410)</b> .....	<b>56</b>
<b>SAFE WATERS SOURCES (WAC 170-300-0235)</b> .....	<b>56</b>
<b>RETAINING FACILITY AND PROGRAM RECORDS (WAC 170-300-0465)</b> .....	<b>56</b>
<b>CONCLUSION</b> .....	<b>57</b>
<b>PARENT/GUARDIAN SIGNATURE PAGE</b> .....	<b>58</b>

**Please read this handbook thoroughly.**

We look forward to our very important relationship as parent, child and care provider. Our facility has been inspected by a state licensor and meets the minimum licensing requirements as required by Washington State law

**This handbook was updated on August, 2020**

This handbook has been approved in partnership with the Department of Children, Youth and Families Child Care Licensors \_\_\_\_\_.

***This handbook template was prepared for [WAC Chapter 170-300](#) in effect 08/01/2019***

## TRAINING AND EXPERIENCE

The State of Washington requires that the Director, paid staff, volunteers take annual training on topics related to caring for young children and leadership practices. Feel free to ask about our training. We will frequently share exciting things we learned with the families in our program. Some of our training comes from:

- Merit STARS Training and Support – *10 hours of STARS training annually*
- Department of Child, Youth, and Family Services (DCYF)
- Child Care Resources (CCR)
- Guest mentors and support Staff
- First Aid/CPR for Adults and Children – *every two years*
- Blood Borne Pathogens – *annually*
- 30 hours Stars training – Childcare Basics – *one-time training*

## THE FACILITIES BACKGROUND

The Beginning: Real Life Church began in the home of Steve and Tina Murray in the Spring of 1998. The first service was held in Tahoma Junior High on Mother's Day in 1998. The church began to grow and quickly established a strong reputation within the community. With programs like Oil Change Day and Maple Valley Day's - Kidland, and strong relationships with Vine Maple Place and area churches, Real Life Church continues to maintain a strong reputation within the community. RLC has always been known for vibrant worship, strong teaching, and a family environment where people feel at home. For years, the church met at area schools, and most recently, at Kentlake High School, with separate youth and office facilities.

Since its inception in 1998, Real Life Church has facilitated dozens of mission trips worldwide and trained and sent out over 500 to the mission field. But, as essential and vital world missions are, RLC's identity comes with what happens locally. Oil Change Day is a staple event that has been a part of RLC's culture since the beginning. We have served nearly 100 families with oil-changes, car maintenance, food, clothing, and we prayed and talked with those who need it. This is just one of the many things we do as a church that makes us REAL.

Better Together: In 2012, Real Life Church merged with Covington Christian Fellowship, aka CCF (formerly Faith Tabernacle), becoming one church: Real Life Church. CCF brings a rich history to the Covington area. In August of 1971, Pastor Richard Martin held the first service of Faith Tabernacle in the modest surroundings of the Meridian Grange Hall. Within just a few short years, Faith Tabernacle became one of the hubs for Christians worldwide to gather and hear great speakers and enjoy a new style of praise and worship. Among them were Kevin Holland and Meg Lanctot, who was later married in September 1975. By October of 1974, the congregation met in the new larger auditorium, with the crowds swelling to over 1,000 people weekly by the late 1970s. The church soon began to see the need for stability and a shift in the focus away from special attractational meetings, and in 1988, Pastor Martin transitioned the church to Pastor

Kevin Holland, who led the church for 24 years. The church became known as Covington Christian Fellowship in 1994 and changed to a Missional church model with solid connections to Covington's community. Like RLC, CCF has maintained a strong reputation within the local community. The Storehouse, which acts as Covington's food bank, distributes over 300,000 pounds of food annually. We are the caretakers of the portion of Jenkins Creek Park that is open to the public. CCF has received many honors for community service, not the least of which was proclaimed by the Mayor of Covington as "Covington's gathering place."

In 2016, after several months of preparation, we opened Real Kids Learning – Before and After School Childcare program, a partner ministry program under the umbrella of Real Life Church. We knew we desired to expand to become a full childcare center to better serve our community, families, and children in excellent early learning and childcare programs.

## LICENSING

Real Kids Learning is a non-profit childcare center licensed to serve 148 children by the Washington State Department of Children, Youth, and Families (DCYF). If you have any questions regarding licensing, please contact the Director.

## CURRICULUM, PHILOSOPHY, IMPLEMENTATION, AND PROGRAM DESCRIPTION (WAC 110-300-0305)

The curriculum and philosophy at Real Kids Learning include play-based learning with child-initiated and teacher-directed activities and experiences that support and enrich your Child's development (physical, emotional, social, and cognitive) and growth, which includes intentional diversity and cultural awareness.

Real Kids Learning is using Real Kids Learning Curricula for Early Childhood (ages one to five). Each developmentally appropriate classroom posts weekly lesson plans on the parent board. These plans contain several activities designed to foster each Child's development and the development of the group. Lesson plans may be changed to accommodate the children's changing interests and developmental needs.

Each classroom is set-up in centers, including blocks/building, dramatic play, reading, writing, art, math, nature/science, and "Cool-down Center." Outdoor play is essential in developing gross motor skills for a child's physical development and is included in both the morning and afternoon schedules.

For our school-age students, Kindergarten to 6<sup>th</sup> grade, we use a faith-based curriculum from Children's Ministry Curriculum used during our morning chapel, which includes but not limited to the following: memory verse; object lesson; games to help establish the weekly point; an activity and an art project. The weekly curriculum and activity schedules are posted outside the classroom each week. We offer a homework club daily to those who need additional help and several different center choices for the children to choose from upon arrival to our center before and after school.

## TYPICAL DAILY ACTIVITY SCHEDULE (WAC 110-300-0360,0295,0296)

Our classroom teachers work cooperatively with our Program Supervisors for both early learning and school-age programs to create a daily schedule, routine and plan activities that meet each Child's developmental abilities and needs. The schedule and activities create a balance between active and quiet times, large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; and teacher-directed and child-directed activities.

Daily consistency is instrumental to the overall well-being of the children and the classroom environment. Children **thrive** on consistency! Consistency and routine communicate dependability and trust. Teachers maintain routines whenever possible, including arrivals and departures; meals and snacks; resting or nap times; personal care routines such as diaper changes, toileting, hand washing, and transitions.

Classroom schedules and routines are posted on the parent board in each classroom for all age groups. If you have any questions regarding our schedule, please speak with your Child's teacher or one of our Program Supervisors.

## INDEPENDENT PLAY

"Independent play" (also known as child-initiated play or activities, free-choice activities) is essential in the development of the whole Child across all domains (physical, socially/emotional, language, and cognitive). We incorporate independent play into the morning and afternoon schedule for about 45-60 minutes each time. During this time, teachers actively participate with the children by asking intentional questions about what the children are exploring in their environment and centers, participating in their imaginative play, reading books, encouraging children to try new activities, or playing with new toys, etc. Independent play is another opportunity for a child to strengthen relationships with their peers and teachers.

## OUTDOOR PLAY (WAC 110-300-0147)

Real Kids Learning incorporates outdoor play into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. When playing outdoors, children can run, jump, climb, and utilize their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, they can choose their friends and engage in play, strengthening their relationships, language, and social-emotional skills.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. For example (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;(b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;(c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;(d) Earthquake;(e) Air quality emergency ordered by a local or state authority on air quality or public health;(f) Lock-down notification ordered by a public safety authority; and(g) Other similar incidents.



Our teachers refer to the Child Care Weather Watch poster to determine if it is too hot or cold or poor air quality to play outdoors.

It is essential for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). Please clearly label all articles of clothing with your Child's name. Real Kids Learning has a few extra items of clothing and jackets; however, we do not have enough for each Child. If a child is not dressed appropriately for the weather, they may have to remain inside. Please ask your Child's teacher if you have any questions about weather-appropriate clothing.

## NAP, REST PERIODS, AND INFANT SLEEP PATTERNS (WAC 110-300-0265)

The *Washington Department of Family, Youth, and Children Services* requires that all children must be provided a regularly scheduled nap or resting time. We do not force children to sleep; however, we encourage children to lie quietly (look at a book, etc.) on their assigned mat from 12:30 p.m. to 2:30 p.m.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a special stuffed animal or small soft object. Also, please provide a small blanket for your Child to use during nap time. We store these items in your Child's cubby or his/her bag labeled with their name and hanging. Please place your Child's bag or backpack on a hook on the wall outside of the Pre-Kindergarten classroom. When deciding which items to bring, please take into consideration our limited storage space. Clearly label all items with your Child's name. Parents are responsible for laundering their Child's bedding weekly.

## MULTIMEDIA (WAC 110-300-0155 - Screen Time Usage)

The use of multimedia in our program is an extension of teaching and learning in our classrooms. It is developmentally and age-appropriate, nonviolent, and culturally sensitive, and interactive with staff. Teachers may select an educational video based upon monthly or weekly themes. Children are not required to view part or all a video. Instead, we offer the activity as one of several centers the children are free to explore.

Most multimedia must have a rating of "PG," "G," or "E," and must possess an educational theme. Our Fireflies (Elementary-age students) get to view a Disney movie or such. They usually watch a film on Wednesday's, late afternoons before parent pickup. For a list of movies, please ask the classroom teacher to provide it for you.

The use of multimedia for early childhood (two to five years of age: Ladybugs, Butterflies & Dragonflies) is limited to no more than two and one-half hours per week for full-time and one and one-quarter hours per week for part-time. Children under two years of age have no multimedia interaction and will be redirected to an area where screen time is displayed.

Children use screen time (television, videos, or computers) for educational purposes at our program.

## FAMILY ENGAGEMENT AND PARTNERSHIP, COMMUNICATION PLAN (WAC 110-300-0305)

Each Child is precious to us. We partner with each family to encourage optimal growth and development for each Child, increasing each Child's future success. We encourage families to collaborate with their Child's teacher(s). Your family and Child are unique; therefore, we focus on individual progress, development, and satisfaction while providing a nurturing environment using best practice techniques to teach the "whole" child. We select and train staff members who are dedicated to the care, nurturing, and support of your Child. Please know your Child's safety is our utmost concern. We will maintain a safe, comfortable, and supportive environment for your Child.

We believe each Child is valuable to God. Although we do not force the distinctions of world religions, we emphasize our belief in Jesus Christ as the Son of God. Through Him alone, are we able to accept God's gift of salvation. Many lessons and activities will include references to this foundational belief; however, your Child's religious freedom will be respected through every situation, as we are culturally sensitive to each Child's beliefs.

Everyone receives a monthly newsletter that communicates special events, holidays, or closures. The early childhood department receives a "daily" that expresses how your Child's day went, what they learned and any valuable information you need to be aware of. We also provide documentation due to an accident, incident, or challenging behavior for a family member to sign, then we hand them a copy of the report. Please feel free to contact management regarding any concerns you may have about your Child or the program.

### **PARENT PARTICIPATION**

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your Child's Real Kids Learning experience:

- Field trip supervision
- Leading or assisting special projects (art, storytime, sewing, gardening, cooking, carpentry, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Volunteering in your Child's classroom
- Assistance with our chicken coup and chickens (scheduling help for specific jobs, feeding, watering, etc.)

### **PROGRAM EVALUATIONS**

Real Kids Learning asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used to develop our center's goals and improve the overall quality of care at our center. A parent's point-of-view is different from a teacher's point-of-view; therefore, parent feedback on the program evaluations is critical to our program's success and the satisfaction of our families.

### **QUESTIONS/CONCERNS**

If you have a question or concern, do not hesitate to bring it to the teacher's attention most directly involved. If the problem is not resolved, the Director, Malia Malnati, can be reached at 253.479.1903 or by email at [malia@reallifechurch.com](mailto:malia@reallifechurch.com). The Director is available to assist parents and staff in resolving concerns.

### **“DAILIES” (ECE daily parent communication)**

For children enrolled in the waddler/toddler, preschool, and pre-kindergarten programs, the teacher will complete a daily “recap” sheet to tell you about your Child’s day. This form contains information about toileting, meals, naps, and activities and includes their favorite part of the day.

### **DUAL LANGUAGE LEARNERS (WAC 110-300-0305)**

Real Kids Learning will help children learn more than one language by providing materials and print that represent the Child’s culture and language. You may request a translator if needed. We also encourage parents to participate in the classroom by reading stories, communicating with teachers on how to accommodate the learning environment to meet their Child’s needs.

### **EXPECTATIONS**

The flow of information between parents/guardians and Real Kids Learning staff is essential. Please read all the information in this handbook and note that we need your cooperation on several tasks, which will help Real Kids Learning run smoothly and efficiently.

Please call the center Director to inform us of any variations in your Child’s schedule by 1 p.m.

Pay special attention to the sections of information regarding tuition and payments, hours of service, and pickup procedures.

Our behavioral expectations of your student center on the issue of respect:

- Respect yourself
- Respect teachers and leaders
- Respect other students
- Respect property and materials

Students need to follow instructions, meet promptly with their group and remain with their teacher or within hearing and sight of their teacher at all times.

### **PROGRAMS**

There is a total of 5 programs offered at Real Kids Learning. They are as follows:

- Bumblebees                      12 to 18 months                      up to 14 children

- Ladybugs 19 to 36 months up to 12 children
- Butterflies 3 to 4 years up to 17 children
- Dragonflies 4 to 5 years (Pre-K) up to 30 children
- Fireflies 5 to 12 years up to 75 children

## ROOM TRANSITIONS

Your child will transition to a new classroom when he/she has reached the developmental milestones necessary to transition (i.e., move from Toddler B classroom to Preschool once fully potty trained and three years old). As the time for a transition to new room approaches, you will be approached by your child's teacher and receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teachers are available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher to familiarize themselves with the new classroom, children, and curriculum.

## GENERAL CENTER INFORMATION

### ADMINISTRATION

**Director:**

Malia Malnati

[malia@reallifechurch.com](mailto:malia@reallifechurch.com)

**Assistant Director:**

CJ Prieb

[CJP@reallifechurch.com](mailto:CJP@reallifechurch.com)

Office: 253.479.1903

Fax: 253.631.4123

## HOURS OF OPERATION/HOLIDAY CLOSURES

Real Kids Learning will be open from 6:00 a.m. to 6:30 p.m., Monday through Friday, except holidays. Real Kids will provide care for scheduled late start/early dismissal for school-age children, as well as published non-attendance days. A child may not be in our care for more than 10 hours.

### HOLIDAYS

If the holiday falls on a weekend day, Real Kids Learning will close during the week. For example, if New Year's Day falls on a Saturday, RKL may close on Friday or Monday. We give families a minimum of two weeks' notice in the event of additional closings. Vacation days may not be used on holidays but may be used on days immediately preceding and following a paid holiday. Real Kids Learning will be closed in observance of the following holidays:

Holiday	Date, Comments
New Year's Day	January 1st

Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving Day	2 Days –Thanksgiving day & day after
Christmas	3 Days, varies each year

Should you prefer your child not to participate in a religious activity, we will provide an age and developmentally appropriate alternative and one that fits within our monthly theme. Please communicate with the lead teacher about your decision to meet your family's needs accurately.

### **ATTENDANCE**

Regular attendance is strongly encouraged for the benefit of the Child and the classroom as a whole. If your child will be absent or someone else is going to provide transportation to or from school, please call the center by 9:00 a.m. so your Child's teacher can make accommodations to the lesson plan. This allows us to have proper accommodations regarding school transportation.

If your child is absent for an extended period of time (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your Child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and the family makes no notice or attempt to contact the center.

### **OTHER CLOSURES**

Additionally, we will be closed for the following two days (changes yearly) for *Professional Development Day (PDD)*, our mandatory staff all-day training. We will post these dates a minimum of two weeks in advance.

- Fall – October or November
- Spring – March or April

### **EMERGENCY CLOSURES/INCLEMENT WEATHER**

When any of the schools close unexpectedly, we will continue, if we can, to safely transport and care for your child.

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it's appropriate to close the center early or cancel care. The Director, Assistant Director, and Program Supervisors will contact parents, informing them of the situation. We will use as many communication avenues as possible (i.e., social media, email, text, and phone calls).

We will follow the Kent School District for school closures/late starts due to inclement weather or natural disasters. We will remain open if we have adequate staff, heat, electricity, and a secure environment. If we lose electricity for more than an hour, we may

only remain open for two hours per state regulations. If we cannot provide any of these necessities, we will make every reasonable effort to contact you immediately to inform you of our closure for immediate pickup of your child.

Drop off and pick up times can be busy times for us. If you would like to share important information about your child, please feel free to do so. If you would like to have a more extended conversation, please schedule a time with us to focus on your concerns.

We will schedule a meeting with you to discuss your child more formally through a parent/teacher conference, offered in the Spring and sometimes twice a year if warranted. In these conferences, we will communicate about goals, strengths, and challenges for your child and how we can support you in your parenting as you help us provide the best possible care to support your child's needs.

## BACKUP CHILD CARE AND CONSISTENT CARE POLICY (WAC 110-300-0495)

We recommend that you have access to an alternate childcare arrangement. You may need care for school closure days or emergencies, such as no electricity. You will be notified as soon as possible if there is an emergency or reason that center needs to be closed so that you can make other arrangements. It is always your responsibility to find backup childcare. For a childcare referral, please call:

- ***Child Care Aware of Washington - 206-329-5544; 1-800-446-1114***

## INTRODUCTORY VISIT

We offer one tuition-free day to allow your child to interact with their new teacher and environment and to see how well your child adapts to their new environment and teacher.

At the time of registration and each year after that, we will request information regarding your child's development, behavioral, health, linguistic, cultural, social, special needs, and other relevant information to accommodate your child's individual characteristics, strengths and needs. We desire to provide the best program for your child. We will offer resources for developmental screening for each child from birth through age five if requested.

We do provide a monthly newsletter that includes our monthly food menu. The food menu is subject to change.

## NEW FAMILY ORIENTATION

Each family is strongly encouraged to schedule a time with the Director or Assistant Director to complete a "New Family Orientation." Orientation is an excellent time for parents to drop off routine care items (diapers, extra clothes, etc.), to participate in a portion of classroom activities with their child, familiarize themselves with their child's routines at Real Kids Learning. Also reviewed with the Director or Assistant Director are essential policies, procedures, and paperwork required to complete enrollment. Typically, "New Family Orientation" is scheduled one week before your child's start date.

## TRIAL PERIOD

The trial period will be one week; however, we do charge tuition during this time. During this period, we observe the child's adjustment to care and to talk about concerns. We will speak to you daily about your child's day. Please tell us if you have any concerns that need to be addressed. After the one-week trial period, we will determine if the child-care services are satisfactory to everyone. If any problems cannot be resolved, care will be terminated.

## ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES (WAC 110-300-0460)

### REGISTRATION AND ENROLLMENT

All children, ages twelve months to twelve years old (up to sixth grade) and their families are welcome to attend Real Kids Learning, regardless of gender, race, color, national origin, religion, socio-economic background, culture, or the presence of any sensory, mental or physical handicap.

Completed registration forms, along with a \$75 non-refundable registration fee per Child, will secure a spot in our Real Kids Learning program, unless there is a waitlist. Registration fees renew every August.

A pre-enrollment orientation meeting, the completed enrollment packet, and proof of immunizations (WAC 110-300-0210) are required before a child's first day of attendance.

### FINANCIAL AGREEMENTS

Upon enrollment and any changes to tuition, we provide families the following:

- Real Kids Learning Tuition Pricing form
- Payment Plan Agreement form
- Childcare Agreement form

These forms/agreements should be carefully reviewed, checked for errors, signed, and handed in with the enrollment packet upon completion with the registration form and form of payment.

### DEPOSIT, REGISTRATION, AND OTHER FEES

**Deposit:** Your Child's position is reserved upon receipt of registration paperwork with registration fee as long as there is no waitlist.

**Registration Fee:** We require a non-refundable registration fee of \$75 to cover administrative costs and are charged annually in August.

**Late fee:** \$25 per student if tuition is not received by Wednesday at 5 p.m.

## ADMISSION FORMS (WAC 110-300-0085,0106(9))

There are several forms you are required to complete before your Child's attendance:

- Childcare Registration Form
- Emergency Card information
- Child Preference Form
- Permission Authorization forms (for field trips, transportation, water activities, photography, sunscreen)
- Childcare Agreement Form (including tuition, payment, and related fees)
- Tuition Pricing Form (detailed tuition prices and fees)
- Payment Authorization Form
- Certificate of Immunization Status (CIS)
- Individual Plan of Care (for the special or individual needs of a child, including allergies (if applicable))
- Medication Authorization and Medical Procedure Training (if applicable)
- Parent Handbook Signature Page

## HOW CHILDREN'S RECORDS, INCLUDING IMMUNIZATION RECORDS, ARE KEPT CURRENT (WAC 110-300-0460 and WAC 110-300-0210)

### UPDATING ENROLLMENT RECORDS

Each Fall, Real Kids Learning completes an audit of enrollment records. After the audit, we will notify families of anything that needs to be updated. Some forms must be updated yearly, including the Emergency Contact and the Medical Consent form.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your Child's physician for a yearly "well-child" appointment, please request a copy of your Child's physical and most recent immunization record. You may bring these items in yourself or have your physician *fax* them to us at **253-631-4123**.

In addition, anytime a family's information changes, such as an address, place of employment, or health insurance provider, a new Emergency Contact and Medical Consent form **MUST** be completed.

### CERTIFICATE OF IMMUNIZATION (CIS)

A CIS form or similar form supplied by a health professional must be used, be current, and be updated yearly (more frequently for infants). All children must be current on their immunizations. Suppose a signed Certificate of Exemption (COE) is from a licensed physician for a specific vaccination. In that case, the child will be excluded from childcare if there is an outbreak of a vaccine-preventable disease the Child has not been immunized. Children exempted from immunization by their parent or guardian will not



be accepted into care unless that exemption is due to an illness protected by the ADA or WLAD or by a completed and signed COE.

We accept homeless or foster children into care without the records listed in this section if the child's family, caseworker, or health care provider offers written proof that he or she is in the process of obtaining the child's immunization records or has a written plan to update the immunizations within a short period of time.

### [CONFIDENTIALITY POLICY \(WAC 110-300-0465\)](#)

Confidentiality is a top priority for Real Kids Learning. RKL does not share personal information of families and staff for any reason without the individual's prior written consent. child files are in the Program Supervisor's office, and staff files are in the Assistant Director's office, in a locked file cabinet; however, they are accessible to our State Licensor upon request.

Our staff uses only first names when discussing a child's activities and friends in the classroom. In situations regarding behavior problems and/or Incident/Accident Reports, the names of children involved will remain anonymous.

### [NON-DISCRIMINATION STATEMENT, ATI-BIAS, AND BULLYING \(WAC 110-300-0030,0331,0160\)](#)

Our program is defined by state and federal law as a place of public accommodation. We do not discriminate in our employment practices, client services, or in the care or education of children based on race, color, creed, ethnicity, national origin, gender, marital status, veteran's status, class, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning styles. We comply with the Washington law requirements against discrimination and the ADA (chapter 49.60 RCW).

### [ABUSE, NEGLECT-PROTECTION, AND TRAINING \(WAC 110-300-0475\)](#)

As childcare professionals who interact with children daily, each staff member of Real Kids Learning is mandatory child abuse and neglect reporter and must report to Child Protective Services per WAC 388-150-480 whenever abuse or neglect is suspected. We will also inform our licensor.

We must make a report if we suspect injuries (cuts, burns, bruises, etc.) are not accidental and if we see signs of emotional, physical, sexual abuse, or physical neglect. CPS has the right to interview any child and/or staff member and look through our files. We are not required to inform parents or guardians of such a report unless instructed explicitly by Child Protective Services.

Additionally, we will not release children to anyone who appears to be under the influence of alcohol, drugs, or is extremely sick.

Mandated reporters must report suspected child abuse or neglect (or cause a report to be made) to law enforcement or CPS (1-800-609-8764) when they believe a child has suffered abuse or neglect or may be at risk of abuse or neglect. **RCW 26.44.030 (1)(a)**

The report must be made at the first opportunity, but no later than forty-eight hours after believing the child has suffered abuse or neglect. **RCW 26.44.030 (1)(f)**

A child is defined as any person under the age of eighteen years. **RCW 26.44.020 (6)**  
Permission for Free Access (WAC 110-300-0085)

During business hours, you have the right to access your Child's file, provider training log(s), DCYF inspection checklist(s), and Facility Licensing Compliance Agreements (FLCA). Please schedule time in advance if you would like to have a meeting with the Director, program supervisor, or teacher to arrange to discuss sensitive information so the staff may focus on your concerns.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care, **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for childcare.

A person who does not have unrestricted access will always be under the direct supervision and monitoring of a paid staff member and WILL NOT be allowed to assume any childcare responsibilities. The lead teacher will assume the supervision and monitoring's primary responsibility unless he/she delegates it to the Assistant Teacher (over the age of eighteen) due to a conflict of interest with the person.

Management will approach anyone who is on the center's property without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director or Assistant Director will get approval for the person to be on-site or ask the person to depart from the premises. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Washington State sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the childcare center's property without written permission from the Director, except for the time reasonably necessary to transport the offender's minor Child to and from the center. The Director/Assistant Director is not obligated to provide permission and must first consult with the DCYF licensing agent.

## DEFINITIONS OF CARE

**Full-Time:** 6 or more hours daily for 4-5 days

**Part-Time:** Up to 5 hours for five days *OR* 3 days of six or more hours

We are not a drop-in childcare facility. It is up to our Director's discretion to decide to allow drop-in care if the child was previously in our care.

***For parents utilizing DSHS & Working Connections Subsidy:***

**Full-Time:** 6 or more hours daily for 4-5 days

**Part-Time:** Up to 5 hours for five days OR 3 days of six or more hours

**Drop-In:** DSHS/Working Connections does not cover drop-in/hourly care

We are currently only able to take a subsidy for school-age kids only. We will notify our families when we add early learning (12 months – 5 years of age).

*Additional resource information is available upon request.*

**SIGN-IN AND SIGN-OUT PROCEDURES/ATTENDANCE RECORDS (WAC 110-1300-0455)**

You are required by state law to sign your child in and out of our facility each day. Pro-Care is the program we use for signing in with biometrics (fingerprint system). The sign-in computer is just inside the double-entry doors of Real Life Church lobby. If the computer is not functioning, please communicate to the present staff member. They can help you manually sign your child in on a sign-in form and later enter your arrival/departure information into ProCare for you. Not signing in or out is subject to a civil penalty fine; if we are fined due to you no "signature" of your child in or out at Real Kids Learning, the amount of that fine will be on your following billing statement.

Please identify on the Child Care Registration form who is authorized to pick up your child. We will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.

Anyone who appears to be under the influence of drugs or alcohol arriving at childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, we will call 911.

**ARRIVAL**

Real Kids Learning opens at 6:00 a.m., Monday through Friday. Parents are required to accompany their children into the center and their child's classrooms. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher about their child's temperament that day, how he/she slept the night before, whether he/she has eaten that morning, etc.

Most children go through periods of difficulty with separating from their parent(s). Separation anxiety is common and developmentally appropriate. Try these tips for successful drop-off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is uncertainty. If your child can predict what will happen, the separation won't be as difficult.

- Separate once. If you come back into the classroom repeatedly, it will increase your child's stress or anxiety. Remember, the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- Be reliable. Return when promised. When picking up children later than expected, they may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

## DEPARTURE

Real Kids Learning closes at 6:30 p.m., Monday through Friday. If you are late picking up your child, please provide us with as much notice as possible. Please note there is a late fee for arriving after 6:30 p.m.

If someone we are not familiar with is to pick up your child, it is essential to inform your Child's teacher and/or management in advance of the pickup. This person MUST be listed as an authorized pickup person on the Emergency Contact and Registration Form. Remind the authorized person they may be asked for identification, such as a driver's license, to ensure your child's safety. Even if the individual has picked up before, they may still need some form of identification if the front desk staff member has never met him or her.

Be sure to say goodbye to your child's teacher so your child knows you are leaving. Once you have reunited with your child and are departing, Real Kids Learning Center is no longer responsible for your child. Please do not let your child run ahead of you inside or outside the building for safety reasons.

Suppose parents do not arrive to pick up their child from the program. In that case, staff members will first try to contact the parents using all the phone numbers provided on the Emergency Contact or Registration/Medical Consent Form. Suppose staff members are unable to reach any emergency contact persons and not picked up by 7:30 p.m. In that case, the Director and/or Assistant Director will be notified, and he or she will then inform the Department of Human Services and/or Covington Police Department.

## COST OF CARE - TUITION RATES

Rates are evaluated annually and may be increased yearly in the Fall.

We will notify families 30 days' before a rate increase. If other adjustments are needed, we will give two weeks' notice.

### The current weekly program rates:

Age	Full time/Daily	Part-time/Daily	Annual Registra- tion
12-36months	\$382.00	\$276.00	\$75.00
3-5 years	\$330.00	\$248.00	\$75.00
Before and After School	\$200.00/\$175.00	\$180.00/\$150.00	\$75.00

Conferences, Breaks (Spring, Winter, Summer), – SCHOOL AGE	\$288.00	\$219.00	\$50 – Summer only
---	----------	----------	--------------------

*\*Your Childcare Agreement contract will specify your child’s days and hours of care.*

## PAYMENT PLAN, HOLIDAY CHARGES, DISCOUNTS, FEES AND PENALTIES

### PAYMENT PLAN

We require parents to pay when their children are scheduled to be in care. In other words, parents are paying for space whether their Child is there or not. Payment for care is due in advance – weekly, bi-weekly, or monthly. Special payment terms are negotiable on occasion and must be defined in the contract.

### HOLIDAY FEE

There is no fee reduction during weeks that have holidays or vacations.

### FAMILY DISCOUNT

When more than one child from the same family is enrolled, a 10% reduction is given for the second or more Child (ren) registered with recurring Tuition Express payment. We accept payments through Tuition Express, which can be paid online at [MyProcure.com](http://MyProcure.com) after setting up your account). Should tuition become past due, discontinuation of the discount will take place until the account is current.

### PAYMENT SCHEDULE

Payments need to be paid in advance each week on Tuition Express via MyProcure.com or automatically (reoccurring). After receiving the registration paperwork with your banking information, our accountant will set you up on Tuition Express for the reoccurring amount. According to your stated request (i.e., weekly, monthly, etc.), we will charge your checking or credit card account. Tuition billing is posted in ProCare each Friday, the week before care begins, and is due by Monday, 5 p.m. each week.

*A late payment fee of \$25 per student will be assessed on Wednesday at 5 p.m. if payment is not received, per the Tuition and Fee Pricing policy.*

### PAYMENT PENALTIES

- The fee for late payment is \$25 per day. If fees remain unpaid after a period of three days, your child will not be admitted into care until *ALL* fees are paid in full. If you are on Working Connection Child Care, this late fee will be reported.
- The penalty for NSF checks is \$35, plus any bank costs incurred by me. Cash payment is required for returned checks. Future payments may be on a cash-only basis after the second NSF check.
- Late pickup fees are \$15 plus \$1 per minute for each child picked up after 6:30 p.m., Monday through Friday. You will receive a written notice from the Director or

Assistant Director stating the late pickup fee amount. The fees will be billed in ProCare and charged to the debit/credit card you have placed on file.

## ADDITIONAL CHARGES OR FEES

### FIELD TRIP FEES

Fees will vary, depending on the field trip and location. Your child's attendance is voluntary. Space is limited per field trip; sign-ups and permission are required, with the fee paid upfront. You will be notified of field trips and fees 1-2 weeks in advance.

### FINDERS FEE

Please notify us by noon if your child will not be returning to Real Kids after school as they usually do. Staff must do a telephone search for any child who does not arrive as scheduled or is not present during bus pickup. If your child is not attending Real Kids after school, please let our staff know in writing or by calling the Director at 253.479.1903. Failure to do so will result in a \$5.00 Finder's Fee, which is added to your account each time we do a phone search for your Child.

### ADDITIONAL FEES

Additional fees include but are not limited to additional full days or half days, damages, etc., and will be reflected in your weekly billing.

### INSUFFICIENT FUNDS/RETURNED PAYMENT FEES

If your payment is returned due to insufficient funds, *a fee of \$35 will be added to your account* and will be due with your next tuition payment. After three (3) returned payments, we will only accept money orders or cashier's check payments. Unfortunately, we will suspend childcare services until the account is brought up to date and paid in advance.

### DELINQUENT ACCOUNTS

Families who are more than two weeks behind in payments may have their childcare services terminated. Please contact the Director or Assistant Director if your financial situation changes and you need to discuss a plan to get your account in good standing.

## RECEIPTS AND TAXES

Upon request, we can give you a copy of your tuition statement showing your payment. You may access your year-end statement by logging onto your account at [MyProcare.com](http://MyProcare.com). If you have any questions, please feel free to contact management.

## VACATION AND RESERVATION FEE BENEFIT

If you know your child will be absent for an entire week or more, provide a written one week's advance notice, upon which you may use one or both of your vacation weeks. Families are permitted two vacation weeks (non-payment) a calendar year. A vacation week of non-payment will *ONLY* be allowed if the account is consistently current and we receive one week's advance notification via email.

Families are also permitted to utilize a reservation fee equivalent to a 50% discount on total tuition (*family discount does not apply with a reservation fee.*) You may use two reservation weeks per year, with a minimum of one weeks' written notification and on-time payments with the account consistently current to receive this benefit.

## EXTENDED ABSENCE

If a child needs to take an extended absence, such as a summer break and wishes to return to the program in the Fall, a fee of 50% of the monthly tuition must be paid each month the child is absent. More than two consecutive months of non-payment and no contact with the Director or Assistant Director could terminate enrollment. If possible, notify the Director or Assistant Director at least 30 days before an extended absence.

Please call and inform us when your child will not attend due to illness or some other event.

Please advise us upon enrollment if you plan to remove your child from childcare for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.)

## AFFIDAVIT POLICY

At times, families may be dealing with difficult situations at home. When legal matters are present in the house, families may need to collect affidavits from their legal team. Due to the nature of the relationship between caregiver and a child, a family may choose to ask a Real Kids Learning staff member to provide such a statement; however, Real Kids Learning staff members will not provide written statements or affidavits of a professional nature to families. Our program's priority is providing the best possible care when children are away from home, and our focus will remain on the Child, making sure all their needs are met during what could be a difficult time at home.

## STAFFING PLAN, RATIOS, AND CLASSROOM TYPES (WAC 110-300-0015,0495)

### STAFFING PLAN

We will always maintain the required Washington State staff-to-child ratios. For consistency of care, a permanent staff member will be assigned to care for your child to build a long-term trusting relationship. Any staff who covers an absent staff member will meet all state requirements to care for the children and be fully trained according to State requirements and our program's policies and procedures. You may ask for access to our staff training and professional development records.

If we have any staffing changes or need to be absent for an extended period, you will be notified in writing or electronically.

If the Director, Assistant Director, and Program Supervisor are simultaneously absent, the program will remain open to children's care. We will have a fully qualified staff member that meets the State requirements and qualifications for covering during our ab-

sents. We will notify all parents in writing with the name of the staff member who will be in charge, and we will also inform DCYF.

If the Director, Assistant Director, and Program Supervisor are simultaneously absent for more than ten consecutive operating days, we will have a fully qualified staff member covering our absence. We will notify all parents in writing at least one week before the absence of the temporary staff member's name, and we will also notify the DCYF.

### RATIOS / MIXED AGED GROUPS (WAC 110-300-0357, 0450)

<u>Age of Children</u>	<u>Minimum Ratio of Staff to Children</u>	<u>Maximum Group Size</u>
12 months to 29 months	1:7	14
30 months to 6 years (not attending Kindergarten or Elementary School)	1:10	20
5 years to 12 years (attending Kindergarten through Elementary)	1:15	30

### CLASSROOM TYPES

We offer four separate classrooms for each age group for our early learners, 12 months – 6 years. All school-age children are in our downstairs licensed space, up to 30 children. If we have more than 30 children present in school-age, we will separate them into groups of 15 and assign them, and another teacher, to a licensed space, such as the library area or block / home-living room, that can be utilized in addition to the larger licensed space.

When only one center staff is required to care for the only group of children on site for up to an hour at the beginning or end of the day, Real Kids Learning staff will ensure:

- The staff member provides an appropriate level of supervision at all times to the children in care;
- The staff member is free of all other duties while providing care to children; and
- A second individual with a cleared background check is on-site and readily available to respond if needed, or the department approves an alternate plan.

### POSTING REQUIREMENTS (WAC 110-300-0505)

*The following information is located at the Front Desk of our facility:*

- Licensing
- Weekly food menus
- Resources for families
- Our monthly newsletter

*The following information can be provided upon request:*

- Liability insurance status
- Inspection reports (FLCA's, etc.)



- Inspection reports
- Insurance status
- Disaster Preparedness and Health policy

\*All of the previously mentioned policies and information are updated regularly.

## ITEMS BROUGHT FROM HOME

### PERSONAL PROPERTY

Cell phones, electronic games, and other items (trading cards, toys, Legos, etc.) from home will be required to be kept in their backpack. On occasion, during winter and summer breaks, our school-age program allows a *limited time of monitored play* on pre-approved electronics. *Real Kids Learning will not be held responsible* if personal property is accidentally damaged through the course of normal play and activities. If damage occurs due to another child's inappropriate action, we will inform the parents of all children involved but cannot be liable for any damage.

### PLAY CLOTHES

Please send your child to Real Kids Learning in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum, rain or shine. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Please bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please clearly label all items of clothing. If your child's clothing or other items cannot be located, please let the teacher know.

### COMFORT ITEMS (i.e., stuffed animals, toys, etc.)

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time; however, it is often difficult for young children to share their special "treasures" with classmates. Your child may bring one item (preferably a stuffed animal or such) that we ask to be placed in your child's cubby upon arrival.

**Please be sure to clearly label all belongings brought from home.** We recommended items of value, such as any electronics or handheld gaming systems, be left at home due to the risk of damage or theft. Real Kids Learning is not responsible for lost, stolen, or damaged items.

### CHECKLIST OF CHILDCARE SUPPLIES

Please remember to label all your items with your name, including blankets, stuffed animals, and clothing.

We Provide	You Provide	Item	Comments

1.	X		Sippy Cups	
2.		X	Diapers	
3.		X	Pacifiers with a container for storage	
4.	X	X	Wipes	
5.		X	Toilet training diapers – Pull-	
6.	X		Car seat/Booster seat (appropriate for your Child's size/	<i>School-age children for bus transportation to</i>
7.	X	X	Change of clothes	
8.		X	Cold and rainy weather	
9.		X	Blanket and sleeping necessities	
10.		X	Toothbrush	Not during COVID-19
11.		X	Sunscreen (must have written permission)	
12.		X	Three-day supply of medica-	(if applicable)

### INDIVIDUAL CARE PLAN (ICP), Special Needs Accommodation (WAC 110-300-0300)

We will ask all parents and guardians to have a written Individual Care Plan (ICP) for each child with special needs, including f. The ICP must be signed by the parent or guardian, physician and must contain the following:

1. The child's diagnosis, if known;
2. Contact information for the primary health care provider or other relevant specialists;
3. A list of medications to be administered at scheduled times or during an emergency along with descriptions of symptoms that would trigger emergency medication;
4. Directions on how to administer medication;
5. Allergies;
6. Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
7. Activity, behavioral, or environmental modifications for the Child;
8. Known symptoms and triggers; emergency response plans and what procedures to perform; and

9. Suggested special skills training and education for early learning program staff, including specific pediatric first aid and CPR for special health care needs.
10. Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified:
  - a) Physician or physician's assistant;
  - b) Mental health professional;
  - c) Education professional;
  - d) A social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
  - e) A registered nurse or advanced registered nurse practitioner.
11. If the child has one of the following, it must accompany the child's service plan:
  - a) Individual education plan (IEP);
  - b) Individual health plan (IHP);
  - c) 504 Plan;
  - d) Individualized Family Service Plan (IFSP).

## DOCUMENTATION OF ALLERGIES (WAC 110-300-0186)

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom with a cover sheet for privacy. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. If your child is on a special allergy diet, a signed permission form will be needed from the child's healthcare provider.

All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Child Care Injury/Incident Report Form from DCYF.

***Medication will only be given with prior written consent (please request Medical Authorization form) of the Child's parent/legal guardian and signed by a physician.***

The prescription must be given to a staff member in the original container and must have the original pharmacist label clearly labeled with the following:

- Child's full name; the name of the medication; dosage; frequency; and duration

Non-prescription medications must be given to a staff member in the original container and are required to have the manufacturer's original label.

"As-needed" medication may be given only when the health professional lists specific parameters, such as "give one tablet every four hours."

Real Kids Learning staff will not administer any medication without a signed Medication Authorization form. Forms can be obtained from the Program Supervisor, Director, or Assistant Director.

Medications are administered only by the Director, Assistant Director, Program Supervisor, and Lead Teachers. When medication is given, the teacher will document the type

of medication administered, the dosage, the time it is taken, and the medication they received.

We store medications in a locked box (refrigerated medications) or a high locked cabinet (non-refrigerated medications) while in use at Real Kids Learning. The Medication Authorization form must always remain with the medicine. Unused medications must be immediately returned to the family and not stored at Real Kids Learning.

Our goal is to help you, the parent or guardian, obtain the needed requirements to ensure your child is thriving and has a great learning experience while attending Real Kids Learning.

If your child requires visits from a health professional, the parent or guardian needs to provide written permission to Real Kids Learning so the health professional may offer services to the child in our care.

### **CULTURAL AWARENESS (*Religious and Cultural Activities*)**

Real Kids Learning will make every effort to highlight and celebrate cultural diversity within the program. Home cultures are encouraged to share typical customs, traditions, and family celebrations in our program. Additionally, we will bring various cultural representations to be introduced to each of our classrooms for our program participants.

### **CHILD GUIDANCE PLAN, PHYSICAL RESTRAINT POLICY AND CORPORAL PUNISHMENT (WAC 110-300-0331,0335,0490)**

#### **PHYSICAL RESTRAINT POLICY**

Only trained staff may restrain a child in care in accordance with WAC 110-300-0335. The Center Director, Assistant Director, Program Supervisors, lead teachers, and other appropriate staff members are trained annually according to our program's child restraint policy.

#### **GUIDANCE STRATEGIES**

Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to negatively view their caregivers, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. Real Kids learning staff will use **only** positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

**“Am I...”**

- **Validating feelings?** (use heavy dose of empathy... “I am so sorry that happened”)
- **Asking open ended questions?** (... “Would you like some ideas how some other kids your age handled this situation?”)
- **Encouraging problem solving?** (Offer choices for them to choose within your boundaries... “What do you think you might choose? Let me know what you decide. I believe you can do it!”)
- **Respecting children’s choices?** (Honor the choice the Child makes and let them know *‘that would be a good choice’* by telling them/showing them by your honoring actions)
- **Using praise and positive reinforcement?** (i.e. “Good choice!”; “Aren’t you proud of yourself for making the right choice?!”)
- **Talking with children – not at them?** (this shows you value them as a human being, a person, use enforceable statements)
- **Circulating throughout the classroom?** (Let’s the children know you are aware of their every move in a healthy way, keeps poor behavior at a distance, shows value and interest in them)
- **At the Child’s eye level?** (Remember, getting down on a child’s level shows you value them and removes the “David and Goliath” syndrome – where the Child views the adult (or teenager) as a threat)

**REASONS FOR MISBEHAVIOR**

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave:

- Children want to test whether caregivers will enforce rules
- They experience different sets of expectations between school and home
- A child does not understand the rules or is held to expectations that are beyond their developmental levels
- They want to assert themselves and their independence
- They feel ill, bored, hungry, or sleepy
- They lack accurate information and prior experience
- They have been previously “rewarded” for their misbehavior with adult attention

**PREVENTING MISBEHAVIOR**

A child's misbehavior is impossible to prevent entirely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules (e.g., *walking feet; gentle touches*)
- Make sure the environment is safe and worry-free
- Show interest in the Child's activities (e.g., *participating in activities with the children, so they stay interested in the activity for extended periods of time*)
- Encourage self-control and independence by providing meaningful choices (e.g., *"Would you like to clean up the blocks or the cars first?"*)
- Focus on the desired behavior, rather than the one to be avoided (e.g., *"Julie, please use a gentle touch with your friends, like this..." display desired action(s)*)
- Build children's images of themselves as trustworthy, responsible, and cooperative
- Give brief, clear, concise directions/instructions, one at a time
- Say "Yes" whenever possible
- Notice and pay attention to children when they do things right – "Catch them being good" (e.g., *"Johnny, you are playing so nice with your friends. Thank you for cleaning up your blocks before we go outside"*)
- Encourage children often and generously
- Set a good example (e.g., *using a quiet voice when children should be quiet; walking feet when excited*)
- Help children see how their actions affect others

## **RESPONDING TO MISBEHAVIOR**

Below are strategies Real Kids Learning staff will use to respond to a child's misbehavior. Most guidance techniques are based upon **Love and Logic**®. Our staff daily explains the class rules clearly, so they fully understand before misconduct occurs. Whenever possible, involve children in making the rules for the classroom. By doing so, the children are more likely to take responsibility for their actions and the consequences that follow.

### **Positive Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, would you like to help me water the flowers or help me put the books away on the shelf?"

### **Love and Logic® - *The Four Steps to Responsibility***

If children are going to survive and thrive in tomorrow's complex world, they need to practice solving as many problems as possible today! The following process is designed to get kids thinking more about their problems than we do.

- **Step 1: Provide a strong and sincere dose of empathy.**  
Empathy allows the child to stay calm enough to solve the problem... and learn from it. Experiment with saying something like: *"Oh no. This is a problem. I bet that's really upsetting."*
- **Step 2: Hand the problem back.**  
After you have proven that you care, ask: *"What do you think you might do to solve this problem?"* Don't be shocked if the child mumbles, *"I don't know."*
- **Step 3: Ask permission to share what "some kids" have tried.**  
Avoid giving suggestions until you have asked: *"Would you like to hear what some other kids have tried?"*
- **Step 4: Provide two or three alternatives for solving the problem.**  
Remember to avoid resistance by saying: *"Some kids decide to \_\_\_\_\_ . How would that work for you?"*
- **Step 5: Allow the Child to solve or not to solve the problem.**  
Resist the urge to tell the Child which alternative to pick. End the session by showing your faith in the Child: *"Good luck! Let me know how this turns out."*

### **Child Participates in Solving Their Own Problem**

If a child damages something, he/she needs to help in fixing it or in cleaning it up. If a child causes a problem for others, he/she will be asked to help in solving the problem. If he/she can't or won't solve the problem, the teacher will do something based upon their unique situation.

### **Logical Consequences**

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example: *Susie decided to crawl under the table to "hide" from her friends. The teacher should remind Susie if she jumps up quickly, she could hurt her head; this will make her sad.*

### **Natural Consequences**

By allowing natural consequences to be experienced by the child, the consequences become the teacher or the "bad guy," and the child learns a valuable life lesson of responsibility for their actions. For example, *Laura does not put her library book back into the Library-To-Go bin after reading it and discovers it is lost after looking for it later. She must locate the lost book or find a way to replace it.*

### **Recovery Center or "Cool Down Table"**

In some instances, a child may need to be removed from a situation in which he/she has become overwhelmed or unable to control their big emotions. The child will be directed to "take a break" or move to the Cool Down area. This strategy allows the Child an opportunity to calm down, regain control, self-regulate, and reflect quietly on his or

her behavior, safely away from others. Once the child calms, staff will speak with the Child about the actions that led up to and resulted in needing a break. The true test of whether the recovery process is working resides in answers to these questions:

- "Can the teacher teach while the student is in Recovery?"
- "Can others learn without disruption while the student is in Recovery?"

If the answer to both questions is yes, then the process is working. **Don't expect the Recovery Process to cure the problems behind misbehavior or lack of motivation.** This attitude differentiates recovery from "Time-out." The Time-out process allows the *teacher* to decide when the student can return. The *recovery process* allows the *student* to decide when to return. However, if the student returns with a bad attitude, he/she will be encouraged to return to the Cool Down Center to do work on his/her attitude or behavior.

When sending a student to recovery, be sure to say with sincerity, **"Feel free to come back as soon as you are calm. We want you back with us!"** **If these actions do not help in reducing or changing behavior, the following will take place:**

- Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director. This will be documented on an incident, accident, or behavioral form to be signed by management and the parent, then placed in the child's file. The parent will receive copies of the report.
- The Director or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
- The behavior management plan will be discussed with the parent and then put into practice.
- The Director or Assistant Director, Lead Teacher, and Assistant Teachers and parents will evaluate the behavior management plan. If needed, adjustments will be made.

**\*Real Kids Learning does not employ any of the following forms of discipline:** time-out, hitting, spanking, shaking, scolding, shaming, labeling, or any other negative reaction to a child's behavior. All forms of physical punishment are strictly forbidden.

***Repeated, uncontrollable, or unsafe behavior can lead to permanent discontinuation of Real Kids Learning participation.***

Specific behavior (i.e., threatening to themselves, biting, punching another child, or other inappropriate physical contacts with other children or adults) may result in immediate suspension from Real Kids Learning. The length of the suspension will be determined by the behavior, agreed upon by management and the parent or guardian.

We will use consistent, fair, positive methods of managing children's behavior. The methods used will be appropriate to the Child's abilities, developmental level, and culture.

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone on the



premises, including parents. No corporal punishment is used in our program. This includes biting, jerking, shaking, slapping, spanking, hitting, kicking, or any other means of inflicting physical pain.

If the child needs to be removed from the classroom to a less stimulating environment, only the lead teacher, program supervisor, assistant Director, or Director are given permission to do so. By removing the Child, we are keeping the other children safe and free from further incidents or physical outbursts and allow the child to gain self-control of their emotions.

All staff and volunteers will be trained on the guidance and discipline policy and practices.

## **BITING POLICY**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, we recognize it as a serious concern. Biting is not something to blame on children, their parents, or their teachers. We carefully document each event as it occurs. Real Kids Learning staff implement a variety of strategies to help prevent or stop biting. When a child uses biting on a continual basis, a plan is implemented. The process and plan will include:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm, yet loving voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the bite’s observed motive, the separation may include redirection or meeting the child’s needs. As little attention as possible will be placed on the biting child to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. The bite will be washed with soap and water; a cold compress will be applied to reduce pain and swelling. A bandage will be used if necessary.
- When a child bites two times on the same day, the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up. If a child bites three times a week, the child must take the following day off.
- **Record Keeping:** An incident form will be filled out for the child who bit, and an accident report will be filled out for the child who was bitten. These forms will be signed by the Director or Assistant Director and will need to be signed by the parent. The parent will receive a copy of the form, and the original will be placed in the child’s enrollment file. We will also keep a log to help determine a cause for repetitive biting or aggressive behavior. All information is confidential, and the names of the children involved in the incident/accident are not shared between parents.
- **Shadowing:** Shadowing is when an additional staff member will be required to stay close and assist the biting or aggressive child. The person shadowing becomes the child’s buddy and must remain close enough to intervene when nec-

essary. They will help guide, firmly, and lovingly redirect, encourage the child to use a gentle touch, be kind, etc. Being close to the child will help limit disruptive behavior, help protect other children, and help the child feel guided, loved, and accepted.

- ***Evaluation of plan and meetings between parent and teacher:*** It is important to explore the reasons for biting when it occurs. Teachers and Administration will work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain, etc. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

The children at Real Kids Learning are taught to respect themselves, others, physical space, and materials. On some occasions, disruptive or continuously aggressive children may need a behavioral plan to be put in place. Real Kids Learning does not tolerate disruptive or aggressive behavior by children of any age. The following processes will be followed if a child's behavior continuously takes away from the care and safety of others:

1. A meeting will be held with the parent, the teacher, and management to discuss a plan of action to increase positive behavior. If necessary, an evaluation will be recommended for the Child, and the parent will be supplied with contact information for the evaluation. If an evaluation is recommended, the parent will have one (1) week to make the appropriate connection and seventy (70) days for the evaluation to take place. All documentation must be provided to management. Failure to respond in a timely manner may result in the child's expulsion from the program.
2. Logs will be kept to seek out triggers and patterns for repeated undesired behavior. Upon written request, these logs will be made available to the parent and/or evaluator.
3. If aggressive behavior (including but not limited to: injury causing behaviors such as repeated intentional kicking/hitting of students or staff, repeated flipping/throwing of items intended to harm such as toy buckets, large gross motor toys or chairs, tantrums that can not be deterred within 10 minutes) occurs two times in the same day, the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up. If intolerable behavior occurs a third time in the same week, the child must be picked up immediately and take the following day off.
4. If a child is sent home more than two (2) times in a week, the center is required to hire a "Shadow" at the cost of \$360/week at the expense of the parent. If the parent does not agree to the cost, the parent is then given two (2) weeks to find alternative care.

## TERMINATION OF SERVICES (WAC 110-300-0485)

1. You are required to give a written two weeks' notice of your intent to terminate care. If you provide two weeks' notice, we will calculate your final month's payment will on a pro-rated basis.
2. Immediate termination is inevitable if the following conditions take place:
  - Non-receipt of co-pay
  - Family members or other adults not meeting the programs requirements, inappropriate or unsafe behavior in or near the facility, or disrespecting the childcare facility, staff, or policies
  - Continual late payments of more than two weeks' or unpaid tuition or fees
  - Continual late arrivals or pick-ups

## EXPULSION POLICY (WAC 110-300-0486,040)

At our facility, we work with each child, promote consistent care, and maximize child development and learning opportunities. When a child exhibits behavior that presents a serious safety concern for the child or others, and the program is not able to reduce or eliminate the safety concern through reasonable modifications, the child's care will be terminated. Examples would be ongoing biting beyond the toddler age, throwing objects at others, hitting with objects, leaving the facility, among other concerning behaviors.

Before the expulsion of services due to the child's behavior, we will provide the following support:

- We will have a parent or guardian meeting weekly or sooner as needed.
- We will review the expulsion policy with the parents or guardians.
- We will record the incidents that led up to the expulsion, include the date, time, staff involved, and details of the incidents.
- We will give the parents or guardians a copy of the steps that were taken to avoid expulsion.
- We will give the parents or guardians a description of the environmental change, staff change, and other reasonable modifications that were made.
- We will have a behavior plan developed with the parents. A copy of this plan will be given to all teachers, support staff, and parents or guardians.
- We will give the parents or guardians referrals to community-based programs/ settings.
- DCYF will be immediately notified of the expulsion.

## SPECIALIZED CARE FOR TODDLERS

### DIAPERING PROCEDURES (WAC 110-300-0221)

Children will always be attended to during the diapering procedure. Diapers will be checked every two hours and changed when necessary and not less than every four hours. The parents or guardians will need to supply appropriate diapers include disposable diapers and diaper wipes. All staff, parents, or guardians will wash their hands immediately before and after diapering. The child's hands will also be washed immediately after diapering.

### **CLOTH DIAPERS**

Only commercially available disposable diapers or pull-ups may be used at Real Kids Learning unless a child has a documented medical reason that does not permit their use. Documentation from the child's physician must be provided to the Director or Assistant Director before cloth diapers will be used while the child is at the center. Families must provide a container for storage of soiled cloth diapers while at the center.

### **TOILET LEARNING (WAC 110-300-0220)**

Before a child is ready to start toilet training, we will discuss with the parent or guardian their views on toilet training. We use positive reinforcement, culturally sensitive, and developmentally appropriate methods, and a routine developed in agreement with the parents or guardians for toilet training. We have a small potty training toilet and a potty training seat that fits snugly on the toilet that is gender-neutral. We usually begin toilet training around 18-19 months unless a parent requests sooner, and we continue until they are fully trained.

### **TODDLER NUTRITION AND FEEDING (WAC 110-300-0285)**

We will allow toddlers to self-feed soft foods from developmentally appropriate eating equipment. Placing toddlers in high chairs or at an appropriate child-size table and chairs when feeding solid foods or liquids from a cup and having an early learning provider sit with the child, eat, and observe each child who is eating.

### **TODDLER SAFE SLEEP PRACTICES (WAC 110-300-0291)**

The healthcare provider's directive must be in writing and kept in the infant's or toddler's file. We will have sufficient lighting in the room where an infant or toddler is sleeping to observe skin color. We will monitor an infant or toddler's breathing patterns and allow infants and toddlers to follow their sleep patterns.

We will not allow a blanket, bedding, or clothing to cover any portion of a toddler's head or face while sleeping and will readjust these items when necessary. We will prevent toddlers from getting too warm while sleeping, which may be exhibited by indicators that include but are not limited to: sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

Our toddlers sleep in their classrooms on assigned mats. Our preschool and Pre-K children sleep in their perspective classrooms on cots. The spacing of cots and mats is 18 inches on each side and is cleaned and sanitized after each use.

## SPECIAL CARE FOR CHILDREN ENTERING KINDERGARTEN / TRANSITION PLAN (WAC 110-300-0065)

We will meet with the family to provide resources and write a transition plan with the parents of children who turn five years old or six months before the child is ready to attend Kindergarten. We will provide transition activities that are developmentally appropriate from local schools and the Kent School District that are designed to engage our families.

## MEAL AND SNACK SCHEDULE (WAC 110-300-0180)

All meals and snacks are prepared and served in accordance with the most current edition of the USDA Child and Adult Care Food Program (CACFP) standards or the USDA National School Lunch and School Breakfast Program standards. It is your responsibility to notify us of any allergies or adverse reactions your child may have with certain foods or beverages.

At Real Kids Learning Center, children are provided a nutritious breakfast, morning snack, lunch, and afternoon snack. Real Kids Learning follows the nutritional guidelines established by the USDA's Child and Adult Care Food Program (CACFP) and as outlined in childcare center rules, **WAC 388-150-240**. Menus will be posted in each classroom, and additional copies will be available in the lobby at the sign-in station.

Children will be encouraged to sample all foods that are offered but will never be forced to eat. Please inform your child's teacher if your child has a food allergy (along with a Doctor's note), unable to eat certain foods, or has different dietary needs (e.g., lactose intolerant, vegetarian). At times, we may offer substitution; however, please provide food from home for your child for certain dietary restrictions. Please discuss the details with management if this is needed.

Real Kids Learning facility is a nut-free zone to ensure safety for all children/families; however, some products consumed may have been processed in a place where nuts, tree nuts, etc., have been processed.

### ***Sample Menu and Description of How Foods Are Served***

- ***Breakfast***  
Sausage and pancakes on a stick, eggs, a fruit, such as cantaloupe
- ***Lunch***  
Cheeseburgers, chips, baby carrots, watermelon
- ***Snacks***  
AM: Saltines, cheese slices  
PM: Chex mix, grapes

Safe drinking water and 1% or whole milk will be served with each meal or snack. Whole milk is served to our toddlers according to state guidelines.

## FOOD ALLERGIES AND SPECIAL DIETARY NEEDS (WAC 110-300-0186)

If your child has a food allergy, please complete a *Food Allergy Action Plan* form, available from the Director or Assistant Director. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign both the Medication Authorization Form and the Food Allergy Action Plan.

We must obtain written instructions (Individual Care Plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. We are aware that families and children have food preferences that are not allergies. You can state that your program may accommodate these food preferences, but they need to be discussed with management before enrolling your child.

## FOOD HANDLING PRACTICES (WAC 110-300-0195)

Anyone preparing food for the children will be required to maintain a current and valid Food Handlers Permit and follow all procedures. Proper handwashing procedures are followed during food handling.

Safe food preparation, cooking, proper holding temperature, and serving guidelines will be consistent with the current Department of Health - Washington State Food and Beverage Workers' manual and current foundational quality standards (WAC 110-300.)

Our food is prepared in our kitchen and kept warm in the ovens. We serve the food family style, and the staff will be sitting with the children during mealtimes.

## DISHWASHING PRACTICES (WAC 110-300-0198)

We wash our dishes using a three-step method: soap and water, rinse, sanitize. The sanitized dishes air dry and then returned to appropriate locations.

## SAFETY OF FOOD CONTAINERS AND PREPARATION AREA (WAC 110-300-0197)

Food preparation and eating surfaces will be cleaned and sanitized before and after use. Food preparation surfaces must be free of cracks and crevices with a floor area that is resistant to moisture. Pets are not allowed in the food preparation area, while food is being prepared or served.

Food will not be cooked or reheated in a microwave unless the manufacturer labels the container as "microwave use," "microwave safe," or another similar labeling. Disposable serving containers may be used if they are sturdy and thrown away after one use. All sharp utensils that may cause serious injury or pose a choking hazard will be kept inaccessible to children at all times.

## FOOD BROUGHT FROM HOME POLICIES (WAC 110-300-0190)

Children are welcome to bring in special treats to celebrate a birthday or holiday. We recommend supplying store-bought snacks still in the original packaging due to various

food allergies and dietary restrictions in our classrooms. Please check with your child's teacher before bringing any homemade snacks — a list of healthy snack options approved by the USDA available from the Director or Assistant Director. Additional information may be obtained from our *Public Health Nutrition Consultant - Donna Oberg, 206-296-4589*.

A parent or guardian may provide alternative food for their child if a written food plan is completed and signed by the parent or guardian and the licensee. All food and drink items brought from home must be labeled with the child's first and last name and prepared date. If you choose to provide alternative food for your child, we will need a written plan. Any meal or snack brought from home that does not meet USDA or CACFP requirements will not be served to your child. If items are brought from home to share, such as birthday cakes or cupcakes, written permission must be obtained by all parents of children who will consume the item.

### **WATER ACTIVITIES (WAC 110-300-0175)**

During the summer months, we offer on-site water activities for our children. We do not have any pools; however, we do allow the children to run through child-safe sprinklers, and for toddlers, we do have water mats that spray water, and the children can splash while in the center of the mat. Water play requires parents and guardians to sign permission slips to allow their children to participate.

### **TRANSPORTATION AND OFF-SITE FIELD TRIPS (WAC 110-300-0480)**

Parents are responsible for transportation to and from the facility.

If we take a field trip off-site, you will be notified and asked to sign a permission slip. If there is a fee for a field trip, you will be notified in advance. Only children Kindergarten-6<sup>th</sup> grade will be allowed to participate in field trips off-site with signed permission slips.

Transportation for field trips will be provided by vans, buses, or walking.

We follow state laws about booster seats and have them in every vehicle we plan to take on field trip days.

Children's emergency contact and medical release forms and medical/immunization records, a first aid kit, staff first aid/CPR certification, and any medications needed by individual children will be taken on all field trips. Any medication administered will be recorded.

Parents who volunteer on field trips will not have unsupervised access to the children (excluding their own child) unless they have been pre-qualified with a criminal background check.

School-age children will be transported to and from school in the Real Kids Learning bus or van.

Examples of some field trips include going on a walk on our property, visiting the chickens and the garden, local swimming pool, bowling alley, pumpkin patch, and other fun activities.

There is absolutely no smoking, vaping, or using any form of cannabis while on field trips by parents, staff, or other adults.

While on field trips, we will continue to follow the state ratios while children are in our care.

**TRANSPORTATION TO AND FROM SCHOOL (KSD):**

School	Transportation Method
Crestwood Elementary	Real Kids Learning Bus and or Van
Cedar Valley	Real Kids Learning Bus and or Van
Sawyer Woods Elementary	Real Kids Learning Bus and or Van
Grass Lake Elementary	Real Kids Learning Bus and or Van
Covington Elementary	Real Kids Learning Bus and or Van
Jenkins Creek Elementary	Dropped off by KSD Bus

The Bus Driver supervises all children. Jenkins Creek Elementary Students will be met at the bus stop by one or more Teachers or Assistant Teachers.

*When transporting children in care, the licensee, staff, and volunteers must:*

1. Follow RCW 46.61.687 and other applicable law regarding child restraints and car seats;
2. Carry in the vehicle all items required under WAC 170-297-6450 and a current copy of each completed child's enrollment form;
3. Maintain the vehicle in safe operating condition with vehicle maintenance record available on-site;
4. Have a valid driver's license to operate the type of vehicle being driven, if the licensee, staff, or volunteer is driving;
5. Have a current insurance policy that covers the driver, the vehicle, and all occupants;
6. Take attendance each time children are getting in or getting out of the vehicle;
7. Never leave children unattended in the vehicle; and
8. Maintain required staff-to-child ratio and capacity

Provided transportation to and from the school either by the Kent School District or Real Kids Learning. If your child arrives after the bus has departed, it becomes your responsibility to transport your child to school. Please see the WAC for complete compliance information listed below.

Should your child not return to Real Kids Learning in a timely manner, the center Director will contact the parents to ensure the child is in a safe location. If the director must call to locate a child, the "Finder's Fee" will apply.



To prevent this occurrence, please contact Real Kids Learning by 11 a.m. if your child will not be attending our program in the afternoon.

## **RULES RELATED TO TRANSPORTATION**

- Children are not allowed to sit in the front seat under any circumstances.
- Children under the age of 6 riding in a passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must also be appropriately buckled in a seat belt.
- Doors should remain locked when the vehicle is moving.
- Smoking, vaping, and cannabis products are forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Headcounts are taken several times as follows:
  - Before leaving the center
  - After entering the vehicle
  - During the field trip – multiple times
  - After taking children to the restroom
  - After returning to the vehicle
  - Upon returning to the center
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

Real Kids Learning has one fifteen-passenger van, a 12 and 14 passenger bus for transportation to and from schools and field trips. Staff members who operate a Real Kids Learning van or bus must have a valid State of Washington license and provide the following:

- Proof of valid driver's license and current insurance
- Evidence of safe driving record for at least three years, with no crashes where a citation was issued
- No record of substance abuse or conviction for crimes of violence or child abuse
- No alcohol or other drugs associated with impaired ability to drive within 12 hours before transporting children
- No criminal record of crimes against or involving children, child neglect or abuse, or any crime or violence

## **BUS/VAN RULES (KEYS TO THE BUS – YOU HOLD THE KEY)**

- **Respect Yourself**

- Voice level = #1
- Kind words
- Sit facing forward, feet on the floor
- Stay seated
- **Respect Others**
  - Hands and feet to self
  - Kind words: Please, Thank You, Excuse Me
  - Allow bus driver to focus on driving
- **Respect Property**
  - The bus is trash and graffiti free
  - Backpacks stay closed
  - Keep belongings to yourself

## DENTAL HYGIENCE PRACTICES AND EDUCATION (WAC 110-300-0180(2))

*\*\*\*Due to COVID-19, it is currently unsafe to provide toothbrushing for our children. If and when the restrictions are lifted from COVID, we will request each parent to provide a toothbrush and individual holder that will be kept in their cubby. We will sanitize in the dishwasher after each use.*

## HEALTH CARE PRACTICES (WAC 110-300-0500)

The health of our children and staff is of utmost importance to us. We have established policies for caring for children with special needs or health needs, including allergies, food brought from home, dental hygiene practices, and education.

We have written policies covering contagious disease notification, medical emergencies, injury treatment, reporting and immunization tracking, medication management, storage, administration, and documentation.

We have established handwashing and hand sanitizer use, observing children and staff for signs of illness daily, an exclusion, and return policy for both children and staff.

We have established plans for the prevention of exposure to blood and body fluids. Our health policy includes general cleaning guidelines and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized, and disinfected.

Our policy includes hand washing and hand sanitizers. We have a pest control policy, the care for pets and animals that have access to licensed space policy, and the health risks of interacting with pets and animals documented.

Our health policy is reviewed and approved by the department and is located in our Program Supervisor's office.

## PHYSICALS AND IMMUNIZATION RECORDS

Each child must have a current physical and immunization record on file at Real Kids Learning. The physical on file must be updated at least annually; immunization records must be updated whenever a new vaccination is received. Updated immunization records and physicals may be faxed to Real Kids Learning directly from your healthcare provider. *Real Kids Learning Fax number is 425.631.4125.*

## EMERGENCY PREPAREDNESS AND EVACUATION PLAN (WAC 110-300-0170, 0166, 0470)

You will find our program's evacuation plan posted in each classroom. We will practice and document monthly fire drills, quarterly emergency/disaster drills, and an annual lockdown drill. Please refer to my posted evacuation plan for a complete list of details, floor plans, and gathering places outside of our facility, so you are aware of our emergency and natural and unnatural disasters /evacuation procedures.

We have practiced turning off water, power, and gas. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. We continually check our facility for potential hazards regularly.

Should this facility become inhabitable in a disaster, we will be located at their designated area. Parents will be called as soon as safely possible following an emergency. Our emergency preparedness includes developmentally appropriate training with the children on how to respond in an emergency, such as calling 911 and when it is appropriate to evacuate WAC 110-300-0470(a)(c).

It is essential that parents complete and update the Registration Form with parental consent and the Emergency Contact form as needed. These forms contain contact information for both the parents and the individuals authorized to pick up the child in the event of illness or emergency. In addition, the forms allow Real Kids Learning staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the parent's responsibility to complete this form and make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the lead teacher will attempt to contact the parent(s) at all available telephone numbers. If unable to reach the parent(s), the individuals listed as emergency contacts/authorized pick-up persons on the Registration Form and Emergency Contact Form will be contacted.
- Children who are ill or seriously injured will be sent to the office and remain under the Director and/or Assistant Director's supervision until parents arrive.

### **If the child requires immediate medical attention:**

- The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and, if possible, bring the child with you to call 911.

- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Registration Form with Parental Consent and the Emergency Contact form.

### **Minor Injuries:**

- Staff trained in First Aid/CPR for adults and children will take appropriate steps and refer to their manual as needed.
- Staff will record the incident/accident on the correct form and place in the Sign-in/out binder.
- When the parent arrives, they will be apprised of the situation and sign the incident/accident report form. They will then receive a copy of the form.

### **Life-Threatening Emergencies:**

- Staff calls 911
- Staff provides First Aid/CPR as needed (according to the First Aid manual)
- The staff stays with the injured/ill child, including transport to a hospital, until a parent arrives
- Staff records incident
- Director or Supervisor to call Licensor, CPS, and DSHS

Serious injury/hospitalization will be reported to DCYF Licensing via a phone call and documentation on the injury/accident report form.

### **FIRST AID**

First aid kits are in each classroom and checked monthly to confirm all required items are present. Each first aid kit contains: battery-operated flashlight, water, band-aids, ice packs, thermometers, gauze pads, triangle bandage, antiseptic wound wipes, scissors, tweezers, CPR, AED and basic first aid kit, exam gloves, and emergency contacts, and favorite things information about each child. Teachers also carry a radio with them in each classroom and have them in case of an emergency.

### **EARTHQUAKE PLAN (WAC 110-300-0470)**

#### **WHEN INDOORS:**

- Move away from windows, tall furniture, and heavy appliances
- Everyone in the program will be instructed to:
- **DROP** to floor
- **COVER** head and neck with arms and take cover under heavy furniture or against an internal wall
- **HOLD ON** to table if under it until shaking stops
- A headcount of the children will be taken to ensure all children are present, and adults will talk to children in a calm, reassuring tone until it is safe and the earthquake is over

#### **WHEN OUTSIDE:**

- Move to a clear area, as far as possible from glass, brick, and power lines.
- **DROP & COVER**
- Adults will talk to children in a calm, reassuring tone until it is safe and the earthquake is over
- A headcount of the children will be taken to ensure all children are present

#### **AFTER AN EARTHQUAKE:**

- Account for all children, staff, and visitors
- Check for injuries and administer first aid as necessary. Call 911 for a life-threatening emergency
- Determine if evacuation is needed and if outside areas are safe. If so, we will evacuate the building calmly and quickly to our designated meeting spot located:
- If gas is smelled; the main gas valve will be immediately turned off
- We will monitor our portable radio or cell phone for information and emergency instructions
- Our designated out-of-area contact will be notified of our status when possible and if needed.
- We will remain outside of the building until it has been inspected for re-entry and determined safe.

### **EVACUATION PLAN (WAC 110-300-0470)**

#### **ON-SITE:**

- All children will be gathered and escorted to the designated meeting spot located: For school-age, children are to gather in the field, away from the trees. For toddlers, preschoolers, and Pre-K children, they may go to the licensed, fenced grassy play area.
- A headcount of the children will be taken to ensure all children are present and adults will talk to children in a calm, reassuring tone
- If safe to do so, the whole facility will be checked to ensure that all children have left the building safely.

#### **OFF-SITE:**

- All children will be gathered and escorted to the designated meeting spot with the grab and go bag and our daily attendance log
- A headcount of the children will be taken to ensure all children are present and adults will talk to children in a calm, reassuring tone
- All areas will be searched (including bathrooms, playground structures, etc.), to ensure that all children are safe and accounted for

- Once out of danger, families will be contacted. If we are unable to make contact by phone, we will then call the identified out-of-area emergency contact or 911 to let them know of our location
- If an earthquake takes place while transporting children, we will remain in the car until it is deemed safe to get out.

Earthquake drills are conducted and recorded quarterly. Earthquake drill documentation may be found in RKL's Program Supervisor's office.

### **FIRE EVACUATION PLAN (WAC 110-300-0470)**

- We will activate our fire alarm or alert staff that there is a fire (yell, whistle, etc.).
- We will evacuate the building quickly and calmly:
- If anyone's clothes catch on fire, they will be instructed to STOP, DROP, & ROLL until the fire is out
- We will take our grab and go bag, including attendance sheets and emergency forms, as we are exiting the building
- A designated staff member will check areas where children may be located before they leave the building
- Once everyone has evacuated the building safely, a headcount of the children will be taken to ensure all children are present and adults will talk to children in a calm, reassuring tone
- We will call 911 from outside of the building and will not re-enter the building until the fire department has cleared it.

Fire drills are conducted monthly and documented in RKL's Program Supervisor's office; all classrooms are required to participate. Evacuation routes are posted in each classroom.

### **LOCKDOWN DRILL (WAC 110-300-0470)**

- We will lock outside doors and windows, close and secure interior doors, all windows will be covered or made to not be able to be seen through, and all lights will be turned off;
- We will keep everyone away from doors and windows. Stay out of sight, preferably sitting on the floor;
- When possible, we will bring attendance sheets, first aid kits, pacifiers, and other comforting items, and books to our safe lockdown area;
- To maintain a calm atmosphere in the room, we will read or talk quietly to children;
- If a phone is available, we will call 911 to ensure emergency personnel have been notified;

- We will remain under lockdown until the situation is resolved or we are notified that it is safe to resume the daily routine;
- We will notify parents and guardians about any lockdown, whether practice or real. If confirmed, we will notify parents and guardians when it is safe to do so.

## POWER FAILURE

Staff members and children should remain in their classroom and, if possible, proceed with activities as usual, or if safe and during daylight hours, may go to the outdoor playground until power resumes.

If the power cannot be restored within 2 hours, parents will be contacted to come pick up their child.

Lead teachers and management will assist in contacting parents to inform them the center is closing due to the power outage, and they need to immediately pick up their child (or as soon as they possibly can).

Activities will resume, if possible, until parents arrive.

## MISSING OR ABDUCTED CHILD

In the event of a missing child, the Lead Teacher will search for the child in the immediate area while another staff member radio's the Director and/or Assistant Director to help with the search.

- If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the Covington Police Department - (206) 296-3311 and the child's parents.
- In the event of an abducted child, the Lead Teacher must immediately contact the Director and/or Assistant Director, the Covington Police Department (9-1-1), the child's parents, and the state licenser at DCYF.
- In any disaster, we have prepared our facility for evacuating the children and have a three-day/72-hour supply of food and water for each child and staff. We will keep the children at our facility until the parents can safely arrive to pick up their children after a disaster and will not leave your child unsupervised.

## INJURY OR MEDICAL EMERGENCY RESPONSE AND REPORTING (WAC 110-300-0475)

1. All staff have received their First Aid, Infant/Child/Adult CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified of an injury report. With some minor injury's parents may be called to help decide whether the child should go home.
3. Head injuries, severe bleeding, or other serious injuries will respond with immediate parental contact and write an incident/accident report with a copy for the parent and the student's file after the parent signature.

4. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will notify you as soon as safely possible.
  5. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department's Licensor and child's social worker, if any. You will be given a copy.
  6. All injuries that the child arrives with will be documented, and an injury report will be written. (h 110-300-0215)
- **Reasonable accommodations:** We will make reasonable accommodations for children requiring medications for disabilities and other documented medical conditions.
  - **Nonprescription medication,** including over-the-counter oral medication, will be given to children on a case-by-case basis. If the medication, ointments, or creams can be used or given at home, we recommend doing this. If RKL receives parental approval of the medication, the parents or guardians must bring the medication in the original packaging with signed documentation. The medicine will need to be labeled with the child's first and last name and accompanied by a medication authorization form with the start date, the expiration date, medical need, dosage amount, age, and length of time to give the medication. We will follow the label's instructions, or the parent must provide a medical professional's note. The manufacturer must label medication for the use that intended for and not used for any other symptom or reason.
  - **Prescription medication:** Only give prescription medication to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied by a medication authorization form with the medical need and the medication's possible side effects. Prescription medication must be labeled with:
    - The child's first and last name; the date the prescription was filled; the name and contact information of the prescribing health professional; the expiration date, dosage amount, and length of time to give the medication; and instructions for administration and storage.
  - **A detailed medication log,** including documentation of when a medication is given or not given as prescribed or as indicated on the permission form, will be kept with all medicines given out at our childcare facility.
  - **Storage:** Medications must be stored in the original container. The container must have the patient's name, instructions, and date of expiration. It will be kept out of the reach of the children. Medication will be stored according to its label, including medication that states it must be refrigerated. Controlled substances will be locked up.
  - **Oral medication:** Any medicine taken by mouth for children under two will need written permission from your doctor and stored separately from topical medications.



- **Permissions:** The doctor's approval is required for all prescription medication and is not required for non-prescription drugs (parent permission is required for all medication, both prescription and non-prescription).
- Examples of **nonprescription medications we will NOT use at Real Kids Learning are homemade diaper creams or lotions, cough syrups, or herbal remedies.** (WAC 170-300-0215)
- **Training:** a child's parents or guardian (or an appointed designee) will need to provide training for special medical procedures that are part of a child's Individual Care Plan (ICP). This training must be documented and signed by the provider and the child's parent or guardian (or designee).
- **Unused medication:** All unused medication must be taken home by the parent or guardian.

## EXCLUSION/REMOVAL POLICY OF ILL PERSONS (WAC 110-300-0500)

1. Our staff daily looks for signs of illness of all children in our care.
2. Contagious children must stay at home. We will notify all parents of children in our care by phone within 24 hours of infectious diseases or food poisoning. We will notify the health department of food poisoning and all reportable diseases at the facility.
3. Please call if your child will not attend due to illness. If you are unsure if your child should come or not, please contact management.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. We will reasonably prevent contact between the ill child and other children in such an event until you arrive.
5. The parent is responsible for finding substitute care in case of the child's illness.
6. Children and staff exhibiting the following symptoms will be excluded from child-care per instruction of the Department of Public Health. A doctor's letter may be required to return to childcare.
  - **Diarrhea:** Stool frequency that exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus.
  - **Vomiting:** Vomiting on two or more occasions within the past 24 hours.
  - **Rash:** Body rash not associated with diapering, heat, or allergic reactions.
  - **Eyes:** Thick mucus or pus draining from the eye, or pink eye.
  - **Appearance/Behavior:** A child who appears severely ill may include lethargy, persistent crying, difficulty breathing, a significant change in behavior or activity level indicative of illness, unusually tired, pale, lack of appetite, difficulty waking, confused or irritable.

- **Sore Throat:** Especially if associated with fever or swollen glands in the neck.
- **Open sores or wounds:** discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;
- **Fever:** A fever of 101 degrees Fahrenheit or greater, until 24 hours symptom-free without fever-reducing medication.
- **Lice, ringworm, or scabies:** Individuals with head lice, ringworm, or scabies must be excluded from the childcare premises beginning from the end of the day the head lice or scabies were discovered. You may return to our premises after completed treatment or a note from your health care provider.
- **Whooping Cough:** Prolonged cough that may cause a child to vomit, turn red or blue, or inhale with a whooping sound
- **Chicken Pox:** Children may return when the blisters have dried and formed scabs. (usually six days)
- **An illness or condition equates to one** that prevents your child from participating in everyday activities such as outdoor play.

Real Kids Learning reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

A child who becomes ill while at Real Kids Learning will be removed from the classroom in order to limit exposure of other children to a communicable disease (for a complete list, see Director or Assistant Director). An ill child will be sent to the office or front desk reception area to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

*Please contact Real Kids Learning at 253-479-1903 by 9:00 a.m. whenever your child is ill.*

## REPORTING AND NOTIFYING CONDITIONS TO PUBLIC HEALTH (WAC 246-110-010)

We are required to notify the Department of Health, my licenser, and all families of children in my care within 24 hours in the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition (as defined in chapter WAC 246-110-010(3)). A list of notifiable diseases can be found at the following link: <https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/NotifiableConditions/ListofNotifiableConditions>

## PESTICIDE POLICY (WAC 110-300-0255)

We will take appropriate steps to safely prevent or control pests that pose a risk to adults and children's health and safety in and around the licensed space. Our pest control steps include: Taking steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests; inspecting both

the Indoor and outdoor areas in and around the licensed space; documenting and identifying the pests found in the licensed space so the pest may be adequately removed or exterminated with the date and location if the evidence is found; we will document all steps taken to remove or eradicate the pests; and provide notification to all parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest). The pesticide will only be used when children are not present.

We will always comply with the Washington Pesticide Application Act chapter [17.21](#) RCW. We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

## HAND WASHING PRACTICES AND HAND SANITIZERS (WAC 110-300-0200)

To reduce the spread of germs and infections, we will help direct, assist, teach, and coach your children to wash their hands. We will use the following steps:

- Wet hands with warm water, apply soap to the hands, rub hands together to wash for at least twenty seconds, and thoroughly rinse hands with water.
- Dry hands with a paper towel, single-use cloth towel, or air hand dryer.
- Turn the water faucet off using a paper towel or single-use cloth towel unless it turns off automatically.
- Properly discard paper single-use cloth towels after each use.

### **We will have all children wash their hands at the following times:**

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) Before and after administering medications
- (j) Before and after using the sensory table
- (k) After cleaning or handling garbage
- (l) As needed or required by the circumstances.

Staff will wash their hands

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) After handling raw or undercooked meat, poultry, or fish;
- (h) Before and after giving medication or applying topical ointment;

- (i) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (j) After handling bodily fluids;
- (l) After being outdoors;
- (m) After gardening activities;
- (n) After handling garbage and garbage receptacles; and
- (o) As needed or required by the circumstances

Please set a good example for your child and help them to wash their hands with the steps above. Warm running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry.

Hand sanitizer will be used in accordance with WAC 110-300-3650 and will not be substituted when regular handwashing procedures can be practiced, and can only be used by children over twenty-four months and for whom the parent has signed parent permission form, and it is on file. Hand sanitizers will not be within reach of the children.

### CLEANING, SANITIZING AND DISINFECTING PROCEDURES (WAC 110-300-0240,0241)

- Cleaning, sanitizing, and disinfecting practices include sanitizing all toys and eating utensils that are mouthed by children daily.
- Tables, kitchen equipment, and all food contact surfaces are cleaned and sanitized before and after each meal, snack, or other messy play activity.
- Carpets within the childcare space are vacuumed daily and undergo a deep clean at least once a year.
- RKL bedding, blankets, and other laundry items will be washed, sanitized, and disinfected weekly or more often if soiled.
- When a bleach solution is used for sanitizing or disinfecting, our facility will use one that is fragrance-free and follow the department of health's current guidelines for mixing bleach solutions for childcare and similar environments.

### BLOODBORNE PATHOGENS (WAC110-300-0400)

All staff caring for children in my program have completed the Blood Borne Pathogen training. When staff comes in direct contact with bodily fluids, we will wear disposable gloves, follow proper cleaning procedures, and disinfect the contaminated items and surfaces. We will properly dispose of all waste and send soiled clothes home in double plastic bags. All persons exposed will wash hands before returning to care. We train our staff yearly.

### INJURY PREVENTION (WAC 110-300-0475)

We will check daily to ensure that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe, and the site is free from hazards. All cleaning products, chemicals, and personal hygiene prod-

ucts will be inaccessible to the children and stored. We will provide close supervision and have a developmentally appropriate program for your child to reduce injuries while your child is in our care.

### **DOCUMENTATION OF ACCIDENTS/INCIDENTS**

Staff members shall document accidents and incidents at Real Kids Learning using an Accident/Incident Report. We will document all biting incidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Our staff will have as much detail as possible when explaining the accident or incident but will never include other children's names (privacy protection). If the injury is serious, a parent will be contacted before pick-up. The parent who picks up will be asked to sign the report the same day as the incident/accident. A copy will be given to the parent. All Accident/Incident Reports will be placed in the child's permanent file.

### **DOCUMENTATION OF HEALTH INCIDENTS**

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Incident Form will be completed. A copy of the form will be given to the parent, the original to the Director and/or Assistant Director is placed in the child's permanent file. All parents are notified of any infectious illnesses present in the center via a sign posted at the center's main entrance explaining the illness. In addition, parents with children in the infected child's classroom will receive an email regarding the illness.

### **DOCUMENTATION OF ALLERGIES**

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom with a cover sheet for privacy. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. If your child is on a special allergy diet, RKL requires a signed permission form from the child's healthcare provider.

All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Child Care Injury/Incident Report Form and submitted to the licensor.

### **PETS (WAC 110-300-0225)**

We do have chickens. All pets are in good health. Childcare staff will always be present when children interact with the chickens through the fence. Children and staff will always follow proper handwashing after interaction with chickens or animals. Animals will not be allowed in areas typically used by our children. Our chicken file is located in the Director's office. Our chickens have a location separate from our outdoor play area to relieve themselves, situated near the Covington Foodbank's backside, enclosed by a fence.

Staff may introduce a class pet to the classroom. Pets and visiting animals brought into a classroom must be carefully considered for temperament, health risks, and appropriateness for your children. No animal may be brought into Real Kids Learning without first notifying and receiving permission from the Director and/or Assistant Director. Once approved by the Director and/or Assistant Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show the animal(s) is fully immunized and the animal is suitable for contact with children.

## PHOTOGRAPHY, VIDEOTAPING, AND SURVEILLANCE (WAC 110-300-0450)

- We do take photos of the children for facility use only
- We do take photos of the children for social media posts
- We do tak photos of children for observation, documentation, and assessment purposes
- We do not have surveillance video in the classrooms; we do have surveillance video outside near the Covington Food Bank and out front of the RLC church of-fices

We take pictures for social media uses, documentation of observations and assessments, and facility use. If you have any questions about the use of photographs, please contact the Director.

## PROHIBITED SUBSTANCES: TABACCO, VAPING, CANNABIS, ALCOHOL AND ILLEGAL DRUGS (WAC 110-300-0420; WAC 170-297-4050; WAC 170-297-4025 )

The use and visual possession of tobacco, vaping, alcohol, cannabis, and illegal drugs, in any form and associated paraphernalia are prohibited on our property, including, but not limited to:

- Indoor and outdoor licensed space
- Within 25 feet from any entrance, exit, window, or ventilation intake of the facility, or within view of the children.
- In motor vehicles, while transporting children, on field trips, to and from school, or other childcare-related activities.

This policy applies to all persons on the premises, regardless of their purpose for being there. Scientific evidence has linked respiratory health risks to secondhand smoke.

- No illegal drugs, alcohol, vaping, and Cannabis are allowed on the premises. We require prescribed medications for staff will be locked up. Our staff will not consume or be under the influence of cannabis, alcohol, or illegal drugs in any form while working at our facility. The licensee, staff, assistants, or volunteers will not, or allow others to:
- Have or use illegal drugs on the premises.
- Consume alcohol or cannabis during operating hours.

- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care.
- Be impaired as to not be able to respond promptly and care for children.
- There will be no alcohol, including closed and open containers, on the premises.
- Cannabis and/or Cannabis products are not allowed on the premises.
- We will not have tobacco and cannabis products, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes, and residue in the licensed facility.
- Our staff will not have smoking or vaping tobacco within the reach or view of children. All products that are used during business hours will not be used in a "public place" or "place of employment," as defined in RCW [70.160.020](#). Nor used in a motor vehicle when transporting enrolled children, used by any provider supervising children, including during field trips, and cannot be within twenty-five feet from entrances, exits, operable windows, and vents, according to RCW [70.160.075](#).
- RKL prohibits cigarettes and smokeless tobacco products on Real Kids Learning premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products are also prohibited in Real Kids Learning (RKL) vehicles or personal vehicles used for the transportation of Real Kids Learning children (with parental permission) and while on field trips.

## GUNS OR WEAPONS (WAC 110-300-0165)

We do not have firearms, guns, weapons, or ammunition on the premises and do not allow anyone to bring a weapon on the premises.

### WEAPONS/VIOLENT PLAY/BULLYING

There is a strict policy of allowing no weapon play at Real Kids Learning. Children are not permitted to play with weapons of any type or size or pretend that other items are weapons, including their fingers, hands, blocks, Legos, etc. The redirection will be used when a child is engaging in weapon or violent play.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases the acceptance of others. Bullying is not considered acceptable behavior, and we have a zero-tolerance for bullying behaviors. All efforts will be made to guide children in finding appropriate and positive ways to interact with others. Should a child continue to pursue inappropriate behaviors such as bullying, a call to the parent for the child's removal from our care will occur. If it continues more than twice a week, the consequence is a day's suspension. If, after suspension, the child continues in said behavior, a meeting will be requested with the parents on a course of action that needs to take place.

Real Kids Learning Center **will not permit or tolerate** the possession, display, or use of weapons by any person on Real Life Church premises, while the person is participating

in or attending Real Kids Learning events and activities. Children who violate this policy may be subject to expulsion and/or other disciplinary action.

Weapons shall be confiscated from children or others who bring them onto Real Life Church premises or Real Kids Learning Center activities. We will report violations of this section to law enforcement agencies in accordance with the law. Weapons under the control of law enforcement officials shall be exempt from this policy. The Director and/or Assistant Director may allow authorized persons (i.e., law enforcement personnel) to display weapons for educational purposes only.

### **WEAPON: DEFINITION**

Any object that could be used to injure another person, which has no center-related purpose, will be considered a weapon. An object with a school-related purpose but used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to knives of all types, guns, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons.

### **SANCTIONS OR REQUESTS**

Children may be subject to expulsion for violating this policy. The Director and/or Assistant Director may impose a lesser sanction or consequence if their judgment of the circumstances surrounding the incident warrants a less severe sanction or consequence. The following serve as guidelines for Director and/or Assistant when weapons which are not firearms are involved:

- Suspension for three to five days for possession of a weapon
- Suspension for five to ten days for the display of a weapon
- Suspension, with a recommendation for expulsion for displaying a weapon in a threatening manner; the use of a weapon to inflict harm or injury to another person; or for placing others in imminent danger.

### **[INSURANCE COVERAGE \(RCW.43.215.535, WAC 110-300-0410\)](#)**

Our insurance policy is available for your review upon request. Please contact our Director for further information.

### **[SAFE WATERS SOURCES \(WAC 170-300-0235\)](#)**

We have a copy of the water testing results on the premises.

### **[RETAINING FACILITY AND PROGRAM RECORDS \(WAC 170-300-0465\)](#)**

All records are kept for a minimum of five years unless otherwise indicated. Current records from the previous twelve months are kept in the licensed space and immediately available for review. Parents and our state licenser can access the files or documents at any time. They are kept in a locked file cabinet in the Program Supervisor's office. Confidentiality is a top priority for Real Kids Learning. Personal information for the family and staff will not be shared for any reason without the individual's prior written consent.



When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and or Incident/Accident Reports, the names of children involved will never be given to any of the families.

## CONCLUSION

Real Kids' primary goals are to partner with you to create an environment that frees you from worry and engages your children in activities that encourage growth, spiritual development, and educational excellence. Thank you for choosing Real Kids!

## PARENT/GUARDIAN SIGNATURE PAGE

I, \_\_\_\_\_ (print name), have received and read the Parent Handbook and by signing I agree to adhere to all the policies stated within.

Child Name(s) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date

Licensee Signature \_\_\_\_\_

Date

Real Kids Learning  
26201 180<sup>th</sup> Ave SE  
Covington, WA 98042

Please sign and return to the program